

STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
March 2006




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Conservation Area Office Assistant (P)	02651	\$21,072 - \$33,720
Disability Claims Supervisor 2 (F)	79985	\$36,432 - \$58,296
Emergency Management Administrator 1 (A, J)	38383	\$33,372 - \$53,400
Emergency Management Operations Officer 1 (J)	38311	\$21,960 - \$35,136
Emergency Management Operations Officer 2 (J)	38310	\$23,868 - \$38,184
Emergency Management Operations Officer 3 (J)	38312	\$27,036 - \$43,260
Environmental Specialist 3 (J)	72922	\$30,612 - \$48,984
Environmental Specialist 4 (J)	72923	\$34,848 - \$55,752
Environmental Specialist 5 (J)	72926	\$36,432 - \$58,296
Environmental Specialist 6 (J)	72924	\$40,956 - \$65,532
Highway Response Operator 1 (J)	62977	\$21,960 - \$35,136
Highway Response Operator 2 (J)	62978	\$24,864 - \$39,780
Highway Response Operator Supervisor 1 (J)	62670	\$28,188 - \$45,096
Highway Response Operator Supervisor 2 (J)	62671	\$31,944 - \$51,108
Human Rights Deputy Director (F)	79164	\$40,956 - \$65,532
Military Police Officer 1 (F)	38604	\$19,428 - \$31,080
Military Police Officer 2 (F)	38606	\$21,072 - \$33,720
Military Police Officer Supervisor ((F)	38605	\$22,896 - \$36,636
Photographic Machine Operator 2 (D)	93852	\$17,808 - \$28,488
Public Health Office Assistant (P)	02360	\$19,428 - \$31,080
Training Officer 1 (J)	73771	\$31,944 - \$51,108
Welcome Center Regional Manager (P)	06183	\$25,920 - \$41,472

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective March 24, 2006.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED March 24, 2006.
- E Job classification will have a TITLE CHANGE effective.
- F Job classification will have a change in SALARY effective March 24, 2006.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective March 24, 2006.
- K Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification changed EEO Code.
- P Job classification is converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective March 24, 2006.

Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## !! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## !! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

## CONSERVATION AREA OFFICE ASSISTANT

**SUMMARY:** Under general supervision, is responsible for sub professional staff administrative and office clerical work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs sub professional staff administrative and office clerical work for a district, regional or area manager. Employees function very independently in explaining, interpreting and enforcing divisional policies and procedures. Incumbents perform duties which include composing correspondence, gathering materials for meetings, compiling data, and acting as a liaison between district, regional or area employees and the manager. This work involves making regular contacts with management and the general public for the purposes of furnishing or obtaining information. This class differs from other clerical and secretarial classifications within the Department of Conservation in that incumbents of the latter do not function as independent office coordinators for assigned geographical areas.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent for four years of full-time clerical or secretarial work; additional qualifying coursework at an accredited college, business school or technical institute may be substituted for the required experience on a year-for year basis, to a maximum of two years.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## EMERGENCY MANAGEMENT ADMINISTRATOR 1

**SUMMARY:** Under general supervision, is responsible for professional emergency management administrative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class manages the Operations section or the Planning section of the Tennessee Emergency Management Agency. This class differs from Emergency Management Administrator 2 in that an incumbent of the latter performs work of greater scope in managing the Logistics section, the Response and Recovery section, or a regional office of the Tennessee Emergency Management Agency.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time experience in one or a combination of the following: (1) emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, mitigation, or hazardous materials work, of which one year must be supervision or coordination, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

**Substitution of Experience for Education:** Qualifying full-time emergency management work, or supervision of law enforcement, fire fighting, emergency medical services, natural resources protection, or military planning and communication at a rank of E-7 or higher may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Additional graduate coursework in (1) Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field, (2) Criminal Justice or Law Enforcement, or (3) Fire Science may be substituted for the required experience on a year-for-year basis to a maximum of two years, there being no substitution for the one year of full-time supervisory or coordination work.

### OR

Graduation from an accredited college or university with a bachelor's degree in (1) Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field, (2) Criminal Justice or Law Enforcement, or (3) Fire Science and experience equivalent to two years of full-time work in one or a combination of the following: (1) emergency management work, of which one year must be supervision or coordination work, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

### OR

Graduation from an accredited college or university with a associate's degree in (1) Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field, (2) Criminal Justice or Law Enforcement, or (3) Fire Science and experience equivalent to three years of full-time work in one or a combination of the following: (1) emergency management work, of which one year must be supervision or coordination work, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

### Necessary Special Qualifications: Applicants for this class must:

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**EMERGENCY MANAGEMENT OPERATIONS OFFICER 1**

**SUMMARY:** Under immediate supervision, performs emergency management operations work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Emergency Management Operations sub-series. An employee in this class learns to provide emergency operations support to local and state agencies. This class differs from Emergency Management Operations Officer 2 in that an incumbent of the latter functions at the working level. \*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school.

**Necessary Special Qualifications: Applicants for this class must:**

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**EMERGENCY MANAGEMENT OPERATIONS OFFICER 2**

**SUMMARY:** Under general supervision, performs emergency management operations work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working level class in the Emergency Management Operations sub-series. An employee in this class provides emergency operations support to local and state agencies. This class differs from Emergency Management Operations Officer 1 in that an incumbent of the latter functions at the entry level. This class differs from Emergency Management Operations Officer 3 in that an incumbent of the latter performs supervisory emergency management operations work.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of emergency management work involving the coordination of disaster relief efforts.

**OR**

Experience equivalent to one year as an Emergency Management Operations Officer with the State of Tennessee.

**Necessary Special Qualifications: Applicants for this class must:**

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**EMERGENCY MANAGEMENT OPERATIONS OFFICER 3**

**SUMMARY:** Under general supervision, performs supervisory emergency management operations work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory level class in the Emergency Management Operations sub-series. An employee in this class supervises and participates in emergency operations support to local and state agencies. This class differs from Emergency Management Operations Officer 2 in that an incumbent of the latter functions at the working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of emergency management work involving the coordination of disaster relief efforts.

**OR**

Experience equivalent to two years as an Emergency Management Operations Officer with the State of Tennessee.

**Necessary Special Qualifications: Applicants for this class must:**

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## ENVIRONMENTAL SPECIALIST 3

**SUMMARY:** Under general supervision, is responsible for professional environmental program work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the advanced working level in the Environmental Specialist sub-series. An employee in this class performs a full range of complex environmental compliance inspection, problem identification, and enforcement duties in an environmental regulatory, assistance, or sanitation division. An employee in this class may supervise one subordinate environmental professional. This class is flexibly staffed with and differs from Environmental Specialist 1 in that an incumbent of the latter functions at the entry level. This class differs from Environmental Specialist 4 in that an incumbent of the latter functions as a first line supervisor of at least two environmental professionals.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and two years of fulltime professional environmental program work.

**Substitution of Experience for Education:** Qualifying fulltime environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (24 semester hours is equivalent to one year).

### OR

Two years fulltime professional environmental program work with the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess a valid motor vehicle operator's license at the time of appointment in some positions.

### NOTE: Applicants for positions in the Department of Military must:

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service position.

## ENVIRONMENTAL SPECIALIST 4

**SUMMARY:** Under general supervision, is responsible for professional environmental program supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first full supervisory class in the Environmental Specialist sub-series. An employee in this class functions in an environmental regulatory, assistance, or sanitation division as a first line supervisor of at least two environmental professional subordinates. This class differs from Environmental Specialist 3 in that an incumbent of the latter functions at the advanced working level and may supervise one environmental professional. This class differs from Environmental Specialist 5 in that an incumbent of the latter functions as either a supervisor of at least five environmental professionals or as a technical program specialist with statewide responsibility.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and four years of full-time professional environmental program work.

**Substitution of Experience for Education:** Qualifying full-time environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (24 semester hours is equivalent to one year).

### OR

Four years of full-time professional environmental program work with the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess a valid motor vehicle operator's license at the time of appointment in some positions.

### NOTE: Applicants for positions in the Department of Military must:

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



## ENVIRONMENTAL SPECIALIST 5

**SUMMARY:** Under general supervision, is responsible for professional environmental supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental regulatory, assistance, or sanitation division by either supervising five or more professional subordinates in a most complex environmental office, supervising eight or more professional subordinates in a complex environmental office, or functioning as a technical program specialist with statewide responsibility. This class differs from Environmental Specialist 4 in that an incumbent of the latter supervises two to four professional subordinates. This class differs from Environmental Specialist 6 in that an incumbent of the latter functions as either the manager of a small or less complex environmental field office, a full assistant field office manager over at least six professional subordinates, or a manager of a small statewide, central office technical section or program.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and five years of full-time professional environmental program work.

**Substitution of Experience for Education:** Qualifying full-time environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (24 semester hours is equivalent to one year).

### OR

Five years of full-time professional environmental program work with the state of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess a valid motor vehicle operator's license at the time of appointment in some positions.

### NOTE: Applicants for positions in the Department of Military must:

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## ENVIRONMENTAL SPECIALIST 6

**SUMMARY:** Under general supervision, is responsible for professional supervisory environmental program work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental regulatory, assistance, or sanitation division by either managing a small central office program or section with statewide responsibility, functioning as a field office full assistant manager over at least six professional subordinates, managing a most complex field office with fewer than three professional subordinates, or managing a complex field office with fewer than twelve professional subordinates. This class differs from Environmental Specialist 5 in that an incumbent of the latter either functions as a technical program specialist with statewide responsibility, supervises five or more professional subordinates in a most complex environmental office, or supervises eight or more professional subordinates in a complex environmental office. This class differs from Environmental Program Manager 1 in that an incumbent of the latter manages either multiple field offices or a moderate-sized technical central office section.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and five years of full-time professional environmental program work including, at least, one year of supervisory experience.

**Substitution of Experience for Education:** Qualifying full-time environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required supervisory experience (24 semester hours is equivalent to one year).

### OR

Five years of full-time professional environmental program work including, one year of supervisory experience, with the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess a valid motor vehicle operator's license at the time of appointment in some positions.

### NOTE: Applicants for positions in the Department of Military must:

1. be willing to and able to qualify with, carry, and use assigned weapons.
2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
3. be at least eighteen (18) years of age.
4. be a citizen of the United States.
5. have a good moral character, as determined by investigation.
6. complete a criminal history disclosure form in a manner approved by the appointing authority.
7. agree to release all records involving their criminal history to the appointing authority.
8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

## HIGHWAY RESPONSE OPERATOR 1

**SUMMARY:** Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level class in the Highway Response Operator sub-series. An employee in this class learns to perform service patrol work on metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair.

**Substitution of Education for Experience:** Additional college course work credit received from an accredited college or university may substitute for the required experience on a month to month basis to a maximum substitution of two years.

**Necessary Special Qualifications:** Applicants for this class must:

1. have a good moral character, as determined by investigation.
2. complete a criminal history disclosure form in a manner approved by the appointing authority.
3. agree to release all records involving their criminal history to the appointing authority.
4. supply a fingerprint sample in a manner prescribed by the TBI for fingerprint based criminal history records check.
5. submit to and pass a pre-employment screening test for use of illegal drugs.
6. possess a valid motor vehicle operator's license at the time of employment. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the ten (10) years immediately preceding the time of appointment.
7. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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## HIGHWAY RESPONSE OPERATOR 2

**SUMMARY:** Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the Highway Response Operator sub-series. An employee in this class patrols metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 1 in that an incumbent of the latter performs at the entry level. This class differs from Highway Response Operator Supervisor in that an incumbent of the latter supervises a staff of Highway Response Operators on an assigned shift.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years of experience must be as a Highway Response Operator 1 with the State of Tennessee.

**Substitution of Education for Experience:** Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

**Necessary Special Qualifications:** Applicants for this class must:

1. have a good moral character, as determined by investigation.
2. complete a criminal history disclosure form in a manner approved by the appointing authority.
3. agree to release all records involving their criminal history to the appointing authority.
4. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
5. submit to and pass a pre-employment screening test for use of illegal drugs.
6. possess a valid motor vehicle operator's license at the time of appointment. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the ten (10) years immediately preceding the time of appointment.
7. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**HIGHWAY RESPONSE OPERATOR SUPERVISOR 1**

**SUMMARY:** Under immediate supervision, performs supervisory highway emergency response work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first level supervisory class in the Highway Response sub-series. An employee in this class supervises a crew of Highway Response Operators on an assigned shift. This class supervises and differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level. This class reports to and differs from Highway Response Operator Supervisor 2 in that an incumbent of the latter supervises the highway response program for a region of the state.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years must be supervisory experience in any area, including but not limited to those areas previously described.

**Substitution of Education for Experience:** Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

**OR**

One year of experience as a Highway Response Operator with the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must:

1. have a good moral character, as determined by investigation.
2. complete a criminal history disclosure form in a manner approved by the appointing authority.
3. agree to release all records involving their criminal history to the appointing authority.
4. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
5. submit to and pass a pre-employment screening test for use of illegal drugs.
6. possess a valid motor vehicle operator’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the ten (10) years immediately preceding the time of appointment.
7. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HIGHWAY RESPONSE OPERATOR SUPERVISOR 2**

**SUMMARY:** Under general supervision, performs supervisory highway emergency response work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest supervisory class in the Highway Response sub-series. An employee in this class supervises the staff and operations of a highway response program for a region of the state and is required to work weekends and/or evenings. This class supervises and differs from Highway Response Operator Supervisor 1 in that an incumbent of the latter functions as a working supervisor over a crew of Highway Response Operators assigned to work a particular shift.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; two of the five years must be supervisory experience in any area, including but not limited to those areas previously described.

**Substitution of Education for Experience:** Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

**OR**

One year of experience as a Highway Response Operator Supervisor 1 with the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must:

1. have a good moral character, as determined by investigation.
2. complete a criminal history disclosure form in a manner approved by the appointing authority.
3. agree to release all records involving their criminal history to the appointing authority.
4. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
5. submit to and pass a pre-employment screening test for use of illegal drugs.
6. possess a valid motor vehicle’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the ten (10) years immediately preceding the time of appointment.
7. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## **PUBLIC HEALTH OFFICE ASSISTANT**

**SUMMARY:** Under general supervision, performs county or regional health department office work, in a clinic setting, of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working level class in the Public Health Office sub-series. An incumbent in this class performs some combination of patient registration, scheduling, patient checkout, fee collection, accounts reconciliation, insurance, eligibility determination, patient education, WIC voucher disbursement, vital records processing, and/or medical records duties. This class differs from Public Health Office Supervisor 1 in that an incumbent of the latter is head of the office staff in a small county health department (not a satellite site), supervising two to four office employees, and assists the county director with administrative duties.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time customer service delivery and/or clerical/office support work.

**Substitution of Experience for Education:** Qualifying full-time customer service delivery and/or clerical/office support work may substitute for the required education on a year-for-year basis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Education for Experience:** Course work credit received from an accredited college or university may substitute for the required experience on a year-for-year basis to a maximum of two years (e.g., 45 quarter hours may substitute for one year of the required experience).

**Necessary Special Qualifications:** None

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

TRAINING OFFICER 1

**SUMMARY:** Under general supervision, is responsible for professional training administrative work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class develops and delivers training, may manage the training activities for an operating department of state government, and typically supervises a small staff of professional training employees. This class differs from Training Specialist 2 in that the incumbent of the latter performs duties of lesser scope and complexity. This class differs from Training Officer 2 in that an incumbent of the latter either manages the training activities for a large operating department or facility with a highly developed training program, supervises a moderate-sized staff of professional training employees, or performs central personnel training coordinative and developmental work regarding major statewide training programs.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional work in one or a combination of the following: academic teaching; educational administration; development of instructional materials for academic programs; or training.

**Substitution of Experience for Education:** Any teaching or training experience, or any remaining professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Graduate Course work for Experience:** Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of two years: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes, including, but not limited to Curriculum and Instruction, or Educational/Instructional Media Design, Educational Evaluation, Research, and Statistics. (e.g., 36 graduate quarter hours may be substituted for one year of required experience).

OR

One year of professional experience in delivering workforce training with the State of Tennessee

**Necessary Special Qualifications: Applicants for positions in the Department of Military must:**

- 1. be willing to and able to qualify with, carry, and use assigned weapons.
- 2. be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
- 3. be at least eighteen (18) years of age.
- 4. be a citizen of the United States.
- 5. have a good moral character, as determined by investigation.
- 6. complete a criminal history disclosure form in a manner approved by the appointing authority.
- 7. agree to release all records involving their criminal history to the appointing authority.
- 8. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- 9. not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- 10. not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- 11. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- 12. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- 13. upon appointment, successfully complete a prescribed course of instruction.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

WELCOME CENTERS REGIONAL MANAGER

**SUMMARY:** Under general supervision, performs welcome centers managerial duties of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the regional managerial class in the Welcome Center sub-series. An employee in this class manages and directs the operation of welcome centers and rest areas in a region. This class differs from that of Welcome Center Manager in that an incumbent of the latter operates one welcome center within a region. This class differs from that of Welcome Centers Director in that an incumbent of the latter directs the operation of all welcome centers and rest areas statewide.

MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to four years of fulltime public contact work including at least two years of supervisory experience; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license is required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.